

ANNOUNCEMENT NUMBER: 04-46

OPEN TO: Current Employees of the Mission, Eligible Family Members (EFMs), and Members of Household (MOH) – All Agencies.

POSITION: Financial Specialist, FSN-9; FP-5*

OPENING DATE: May 27, 2004

CLOSING DATE: June 2, 2004

SALARY: *Actual hiring grade for the person to be selected will be determined based on job knowledge and prior work experience.

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Amman is seeking an individual for the position of a Financial Specialist in the Embassy's Baghdad Support Office (BSO) for one year duration with the prospect of renewal.

BASIC FUNCTION OF POSITION

The employee will be responsible for the accomplishment of all work performed by the entire FMO/BSO staff; perform the full range of financial planning and analysis work involving budget formulation, execution and funds control for State allotments and other supported agencies; oversee budget performance during the fiscal year and point out areas of potential funding shortages and recommend areas where funds could be reprogrammed; assist in the preparation of the Mission Performance Plan; prepare cost studies and analyses of the status of funds for categories of expenses such as maintenance and repair of property, furniture and furnishings, transportation costs and overtime expenditures by section; maintain contact with embassy officials, including the GSO, HRO and others to provide assistance in budgeting or accounting issues and problems.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. University degree in Finance, budgeting, accounting or related field.
2. Four to five years of experience in budget and finance.

3. Fluency in written and spoken English.
4. Familiarity with USG agencies organization and function within the Embassy, including policies, procedures and regulations regarding funds control, knowledge of USG budgeting and financial management.
5. Strong analytical and planning skills; and ability to discern trends in spending and to anticipate future trends in resource requirements.

SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY:

Interested applicants for this position should submit the following:

1. Application for Federal Employment (SF-171, OF-612, or Application for Employment Form); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Attention: Freda Ateyeh
Room: 153, Ext. 6507

POINT OF CONTACT

Telephone: 5906507
FAX: 5920163

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: June 2, 2004

An Equal Opportunity Employer

Draft:HROFAteyeh:fa

Clearance:A/HRO:PLieberman
BSO:TLarson
FMO:SGarrett

Approval:A/MGT/C:VManley